



**REPORT TO HOSPITALS AND HOUSING COMMITTEE
MEETING OF WEDNESDAY, FEBRUARY 6, 2019**

SUBJECT **Capital Region Housing Corporation Capital Projects Staffing Requirements**

ISSUE

Capital Region Housing Corporation (CRHC) Board approval is required to amend the 2019 Development Services Budget.

Capital Regional District (CRD) Board approval is required for amendments to the 2019 Staff Establishment Chart.

BACKGROUND

In the 2016 – 2019 CRHC Strategic Priorities, the Board approved the Westview, Caledonia Redevelopment, Michigan Redevelopment, Drake Road, and the Carey Lane building envelope remediation projects.

In 2016, the Board also approved hiring a Manager of Capital Projects for a five year fixed duration to execute these projects. The CRHC development staff responsibilities include project feasibility analysis, procurement of design and construction services, securing municipal approvals, and project management oversight.

The approved projects are in varying stages: Westview is under construction; Caledonia Redevelopment and Michigan Redevelopment projects are in the design and municipal approvals phase; Drake Road and Carey Lane are in the project feasibility phase.

On December 12, 2018 the Board approved the 155 unit Caledonia Redevelopment project budget of \$50.2M. Additional staffing resources were identified in the Caledonia project budget to support the management and oversight of the Caledonia project. This budget included project management fees of \$700,000, or \$210,000 annually, for the 40-month project duration (January 2019 to April 2022).

CRHC is requesting to hire a Senior Project Coordinator for a three-year fixed duration commencing in March 2019 and ending in March 2022. The Senior Project Coordinator will be responsible for assisting with all aspects of delivering the development projects.

Hiring this position requires an amendment to the CRHC 2019 Development Services Budget and the CRD 2019 Staff Establishment Chart (SEC). Regional Housing currently has 33.77 full time employees (FTEs) and 2 fixed duration positions. With the addition of this requested position the 2019 SEC for Regional Housing will be 33.77 FTEs and 3 fixed duration positions.

ALTERNATIVES

Alternative 1:

- a) That the Hospitals and Housing Committee recommends to the Capital Region Housing Corporation Board that the amended 2019 Development Services Budget be approved; and
- b) That the Hospitals and Housing Committee recommends to the Capital Regional District Board that an amendment to the 2019 Staff Establishment Chart include one Senior Project Coordinator position for a three-year fixed duration be approved.

Alternative 2:

That the report be referred back to staff.

IMPLICATIONS

Financial Implications

The Caledonia Redevelopment project budget allocated \$700,000 for CRHC project management fees. The requested three-year fixed duration Senior Project Coordinator position and the existing Manager, Capital Projects combined costs are \$610,000 to project completion, as summarized in Table 1. The \$90,000 balance will be used for allocations on an as-needed basis to cover costs such as financial, communications, legal, real estate and information technology support as the detailed scope is defined.

Table 1: Total Staffing costs

CRHC Project Management Team	Fixed Duration	2017-2018	2019	2020	2021	2022	Total
Manager, Capital Projects	Feb/17 to Jan/22	20,000	60,000	60,000	60,000	5,000	205,000
Senior Project Coordinator (J19)	Mar/19 to Mar/22	0	110,240	134,940	137,630	22,190	405,000
Total Staff Costs		20,000	170,240	194,940	197,630	27,190	610,000

The impact to the 2019 Development Services Budget is \$110,240 which represents an increase in revenues (project management fees) and expenditures (salaries, benefits and overhead). This will be fully recovered through the Caledonia project budget.

CONCLUSION

Staff is requesting Board approval to hire a Senior Project Coordinator (J19) position to support the Manager of Capital Projects. This position will cost \$405,000 for a three-year fixed duration and will be recovered from the Caledonia Redevelopment project.

RECOMMENDATIONS

- a) That the Hospitals and Housing Committee recommends to the Capital Region Housing Corporation Board that the amended 2019 Development Services Budget be approved; and
- b) That the Hospitals and Housing Committee recommends to the Capital Regional District Board that an amendment to the 2019 Staff Establishment Chart include one Senior Project Coordinator position for a three-year fixed duration be approved.

Submitted by:	Christine Culham, Senior Manager Regional Housing
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Concurrence:	Kevin Lorette, P.Eng., MBA, General Manager Planning & Protective Services
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PK:ce

Attachments: Appendix A – Amended CRHC 2019 Development Services Budget